



City of Collegedale
Special Events – Police Assistance Permit
Policies and Procedures--Effective February 25, 2013

General Policy Statement

The City of Collegedale encourages its citizens to sponsor special events that enhance the quality of life for residents of the entire community and facilitate the use of City-owned recreation, park facilities and streets. The City of Collegedale has established policies and procedures to ensure the safety and traffic control are a priority of such events by providing a system for advance planning and standard information and basic ground rules that allow City special events sponsors and facility users to achieve their mutual goals.

General Information

The Collegedale Police Department provides a wide variety of services for special events; such as traffic and crowd control duties. Individuals or groups wishing to sponsor a Special Event must apply through the City of Collegedale.

Police Assistance Permit Requirements

Police Assistance Permits are required for activities that are special events. Special Events are:

Pre-planned major activities

Pre-planned major activities involving use of public and/or private property with a projection to have over 100 attendees.

Pre-planned protests

Pre-planned major activities involving use of public and/or private property requiring City support services including police support. Such activities are customarily held for purposes of entertainment, celebration, 5K runs, walks, marathons, parades, block parties, amusement, cultural recognition, arts and crafts displays and/or sales and sport demonstrations or competitions aimed at drawing crowds that may impact surrounding neighborhoods and traffic flow. (Funeral escorts do not require a Police Assistance Permit)

Application processing

The City of Collegedale reserves the right to refuse a Policy Assistance/Special Events Permit that does not meet the basic criteria to hold an event within the City limits or that are judged to present a risk of possible harm to business or damage property or involve illegal activities.

Applications must be received no later than 30 days prior to your event date.

A panel consisting of representatives of involved City departments including police, streets and parks and recreation, where applicable, will meet to review the application and you will be notified of the results.

If at any time you have questions regarding this application, please contact Kristi Wheeler, Administrative Clerk, kwheeler@collegedaletn.gov or 423-396-3135.

Criteria for Approval/Disapproval

In issuing a permit for police assistance, the City of Collegedale considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct, encourage or result in violation of the law, or encourage or result in violation of city ordinance;
2. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The event is sponsored or affiliated with an FBI identified hate group.
4. The proposed location is adequate for the size and nature of the event;
5. The event does not unreasonably interfere with the intended use of the area; e.g. Athletic fields, picnic areas, etc. (NOTE: Use of some park areas for other than intended use is limited to an aggregate of 72 hours per year);
6. City equipment and services are available;
7. All permit application requirements have been met.

Insurance

Special event organizers may be required to carry liability insurance coverage in the amount of At least one million (\$1,000,000) single limit, covering both bodily injury and property Damage during the term of the event. Insurance limit may be increased depending on the Nature, size and risk of the event. The certificate must contain:

1. A clause specifically naming the City of Collegedale, TN as an "Additional Insured";
2. Provision for ten (10) days prior written notice to the City of Collegedale if the policy expires or is canceled or changed;
3. No exclusions in the insurance coverage regarding municipally owned or leased property or municipal operations or personnel, employees, licensees or agents.

Event Security/Traffic Control

The number of police officers required for your event will be determined by the Collegedale police Department based on the information provided in this application. Officers required must be paid for by the event at the rate of \$30.00 per hour, per officer for a minimum of 2 hours. If additional police officers are needed, you must contact the Collegedale Police - Department Administration.

If it is determined that additional police officers are required for your event, law enforcement officers must be hired to provide this service. Collegedale Police Department officers must be utilized.



City of Collegedale

Event Permit Application

1. What type of event is this? *(Please circle one)*
5K/Walk ½ Marathon Full Marathon Block Party Parade Other
2. Location Requested (if **temporary street closure** only, list major roads to be closed).
Veterans Park Imagination Station Pavilion Other _____
Street Closure: _____
3. If any, what type of roadway will the event take place on? City State/ US Highway
(If State/ US Highway is selected, then the applicant must gain written approval from TN Department of Transportation-Region 3. The TDOT approval documentation must be included with this application. TDOT 3: (615) 350-4300).
4. Name of Event: _____
5. Dates or Dates of Event: _____
6. Times of Event: _____
7. Time of Street Closure: _____
8. Set-Up Date/Time: _____
9. Tear-down Date/Time: _____
10. Name of Applicant or Organization Requesting Permit: _____
 - a. Address: _____
 - b. Phone: _____ c. Cell: _____ d. Fax: _____
 - e. E-mail Address: _____
11. Person in charge on day of event: _____
 - a. Cell: _____ b. E-mail address: _____
12. Additional Contract Name: _____
13. Detailed Description of Event (include all activities that will be taking place: _____

14. An Estimated Number of Participants/Attendees: _____
15. Enclose a detailed map of event site/run route, detailing any temporary or permanent structures, street closures, parking, etc...if applicable, list the location, blocks, streets, and/or intersections in which such event will occur.
16. Enclose a detailed plan to clean up at the conclusion of your event: _____

17. Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501 (c) (3) or a not-for-profit organization? No _____ Yes _____ If yes, please attach copy of IRS tax exemption letter.
18. Will you charge an admission/participation fee? No _____ Yes _____ if yes, how much? _____
19. Is this event a fundraiser? No _____ Yes _____
20. Will parking in the area of event need to be restricted or prohibited? No _____ Yes _____
21. Will your event require overflow parking? No _____ Yes _____ if yes, how many vehicles do you anticipate
22. Rented inflatables that are setup and manned by applicant must be included in applicant's certificate of insurance.
23. Will you be providing mobile toilets for your event? No _____ Yes _____ if yes, how many?

(If no, you may be required to provide mobile toilets. The Public Works Director will make that decision.)

PLEASE READ BEFORE SIGNING APPLICATION

I/We agree to abide by all ordinances and regulations of the City of Collegedale and all conditions placed upon the event by the City Administration.

I/We do swear or affirm that all of the information given in the application is true and complete.

I/We do hereby agree to assume the defense of and indemnify, save harmless to the City, it's Commissioners, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administration.

The application for a 5K Run/Walk permit shall be filed no less than 30 days or no more than 364 days prior to the scheduled date of such event. Failure to file in a timely manner may result in denial of a permit.

The City reserves the right to require one or more City of Collegedale police officers or other emergency personnel be present inside city limits in addition to officers currently on duty for the City of Collegedale.

All applications will be reviewed on a case-by-case basis. Some activities may require additional risk management steps to minimize and foreseeable exposures to losses. As such, the City reserves the right to require additional steps to minimize any foreseeable exposures.

By: _____ Date: _____
(Signature of applicant)

_____ Date: _____
(Rodney Keeton, Director of Public
Works, City of Collegedale)

_____ Date: _____
(Brian Hickman, Police Chief, City of
Collegedale)

_____ Date: _____
(Ted Rogers, City Manager, City of
Collegedale)

Return application to: City of Collegedale Municipal Building, 4910 Swinyar Drive, PO Box 1880, Collegedale, TN 37315
Office: (423) 396-3135 Fax: (423) 396-3138